◊ NRCS

Natural Resources Conservation Service
State Office, 100 USDA, Suite 206 Stillwater, OK 74074-2655

September 3, 2003

OKLAHOMA BULLETIN NO. OK180-3-12

SUBJECT: CPA – Submission of 2003 Food Security Act Compliance Review Databases

Purpose: To transmit additional instructions for the submission of the completed 2003 Food Security Act compliance review database.

Expiration Date: September 30, 2003

Due to restrictions on Outlook e-mail in the XP environment, offices will no longer be able to directly attach and transmit the Microsoft Access database containing the results of the Food Security Act status reviews.

Offices will need to zip the file and attach the zipped file to an e-mail to transmit it to the state office. All zipped files are to be e-mailed to Suzanne.Collier@ok.usda.gov prior to the due date of October 15, 2003. Instructions for zipping the database file are shown below. Questions related to the completion of the Food Security Act status review database should be directed to the team HEL contact. Questions on zipping and transmitting the file should be directed to the team IT contact or computer specialist.

Instructions for zipping the FSA status review database:
1. Go into Windows Explorer, and navigate to the location of the database file (FSAReview2003OKrep.mdb).
2. Right click on the filename.
3. Select WinZip from the dropdown menu.
4. Select Add to FSAReview2003OKrep.zip
5. This procedure will create a new file in the current location named: FSAReview2003OKrep.zip
6. Attach the zipped file (the file ending in .zip) to an e-mail message to Suzanne.Collier@ok.usda.gov, to submit the completed reviews to the state office.

The attached page shows the reports submitted as of September 3, 2003. Please continue to schedule this workload, in order to complete these reviews in accordance with NFSAM policy.

/s/ John Glover acting for

M. DARREL DOMINICK
State Conservationist

Attachment

DIST: AO

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

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